
Academic And Employability Skills

Student name: Vikramkumar Mahendrakumar Patel

Student ID: 2133821

INTRODUCTION

- HR management is a key to the improving the efficiency and effectiveness of people in a company or organization in order to help the company gain a competitive advantage(Tinkler, 2017).
- A human resources manager is a key member of an organization's management team and serves as a bridge between the company's management and its employees.

WHY I CHOOSE THE FIELD OF HR

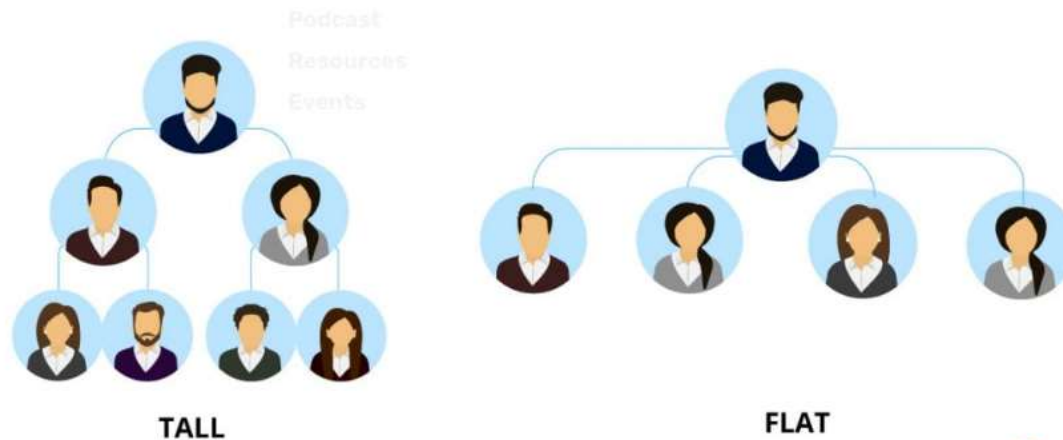
- In order to accomplish the project, I have opted to seek a profession as a Human Resources Department since Staffers are known to earn above-average income incentives in conjunction to other advantages.

ROLE AND FUNCTIONS OF A HR MANAGER

- **Recruiting and Hiring**
- **Training and development**
- **Employment-Employee Relationships**
- **Keeping the Workplace Culture friendly**
- **Employee Benefits Management**
- **Making the Workplace Safe**
- **Handle Disciplinary Proceedings**

SPAN OF HRM

- The usual technique is to have a manager with a small number of direct reports, each of whom has a small number of direct subordinates. The hierarchical structure of the company is more ethereal than hierarchical((Cottrell, 2010).
- It's a more recent concept that gives managers a broader view of their workforce and gives their direct reports one point of contact for information and direction. Wide (Flat): Instead of a high-level hierarchy, the organisation has a flat structure.



SPAN OF HRM

- The number of employees that report to a company's management on a daily basis is referred to as "horizontal."
- Depth of control is another term for the number of employees who report to the management but are not immediately under his or her direct supervision.

CAREER SCOPE OF HRM

- Human resource Generalist.
- Human resource recruiter.
- Human resources expert.
- Compensation Director.
- Manager, Employee Relations.
- Manager of Training and Development.
- Change consultant.
- Technical Recruiter.

SKILLS REQUIRED FOR A HR MANAGER

- The ability to communicate effectively.
- The ability to make decisions
- The ability to manage one's time effectively.
- Expertise in the legal field.
- technical know-how
- ability to run a business

SWOT ANALYSIS

Strengths

- **Sympathetic Attitude** is a characteristic of an HR manager(Cottrell, 2011).
- **Decisions must be made quickly.**
- **Patience and Honesty** are two virtues that go hand in hand.
- **Representation in the Formal Sphere.**
- **Leadership.**
- **Responsibility to others.**
- **Ability to Communicate Clearly and Effectively.**
- **As a Human Resources Manager, my job is to interview and recruit people based on their abilities and talents.**

Weaknesses

- **Inadequate understanding of the business world.**
- **Poor financial literacy.**
- **Insufficiency of real-world experience.**

SWOT ANALYSIS

Opportunities

- **There has been an increase in outsourcing.**
- **HR's core competencies have changed.**
- **The ability to supervise employees from afar.**

Threats

- **Adaptation to the Digital Age.**
- **Compliance with the laws of the land**
- **Compensation for work and compensation for wages.**

PERSONAL DEVELOPMENT

- | | |
|---|--|
| <ul style="list-style-type: none">• My education will be boosted. One of the best methods to boost my profession is to put money into the education(Greetham, 2013). | <ul style="list-style-type: none">• Try new things: The best human resources professionals know that new approaches are always welcome. |
| <ul style="list-style-type: none">• Make sure I am surrounded by the right individuals.• Make an effort to find problems. | <ul style="list-style-type: none">• Be willing to adapt to new circumstances.. |

ACTION PLAN FOR THE SKILLS DEVELOPMENT

- Which of the following must be accomplished first: Ensure that my daily tasks are completed on time (Gibbs, 1988).
- At the end of each day, I want to accomplish this goal.
- What can I do to increase my chances of achieving my goal? I need to execute my daily programme in an organised manner.
- Teachers at the university are a good place to go for help.
- How am I doing? : I'm keeping up with my daily routine.

CONCLUSION

- Managing human resources is critical to the success of any business(Mackevic, 2014).
- It is impossible to recruit and keep employees, expand and improve the firm, and maintain a healthy, accepted workplace culture and environment without human resources management.

REFERENCES

- Maund, A. Schriek, M. and Tinkler, P. (2017). Certificate in Higher Education: Skills for the Workplace Student Yearbook. Sage Publications
- Morgan, P. (2016). The Business Student's Guide to Study and Employability. Sage Publications
- Cottrell, S. (2008) The Study Skills Handbook 3rd edition. Hampshire: Palgrave MacMillan.
- Cottrell, S. (2010) Skills for Success: Personal Development and Employability (Palgrave Study Skills) Hampshire: Palgrave MacMillan.
- Cottrell, S. (2010) Skills for Success: The Personal Development Planning Handbook (2nd edition). Hampshire: Palgrave MacMillan
- Cottrell, S. (2011) Critical thinking skills: Developing effective analysis and argument (Palgrave study skills). 2nd edn. Basingstoke: Palgrave Macmillan.
- Gibbs, G. (1988) Learning by doing: A guide to teaching and learning methods. London: FEU.
- Greetham, B. (2013) How to write better essays. Basingstoke: Palgrave Macmillan.
- Mackevic, V. (2014) From confusion to conclusion. How to write a First-Class essay.. 2nd edition. Edited by Tom Wild. United States: Createspace.
-
-
-